



Town of Arlington, Massachusetts
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DRAFT Meeting Minutes 09/13/2013

DRAFT - Capital Planning Committee
Meeting Minutes
September 13, 2013

In attendance were:

Steve Andrew
Andrew Flanagan
Charles Foscett
Paul Olsen*
Brian Rehrig
Diane Johnson
Ruth Lewis
Anthony Lionetta
Barbara Thornton

* Denotes those not in attendance

Meeting Opened: Capital Planning for FY 2015 begins! Charlie Foscett opened the meeting and Andrew Flanagan introduced Mike Bouton, who has joined the Town Manager's staff and will be involved in financial analysis matters, including the management of Redevelopment properties. Andrew Flanagan distributed information packets to CPC members. Minutes of the January 3, 2013 meeting were approved as amended. (in second bullet, LOI revised to SOI)

Election of Officers and Other Business: Andrew Flanagan presided over the election of officers for FY 2015. The CPC voted unanimously as follows: Charlie Foscett as Chair, Brian Rehrig as Vice Chair and Tony Lionetta as Clerk. The proposed schedule for CPC meetings was reviewed. Subcommittee assignments were reviewed and remain unchanged from last year.

Community Safety Building Renovations: Andrew Flanagan noted issues with the completion of Phase 2 of the project. Unforeseen Conditions have been ongoing problems. Also, the Contractor is deficient in the processing of shop drawing submittals (he has ordered materials before submitting shops). Windows were noted as a sample item.

The funding transfers that were approved early this year, in the amount of \$480k, should be sufficient to complete the project including A/E costs, if the project is completed by the end of October. If not the Town may have some additional liabilities for A/E services. Overall, with the completion of Phase 2, approximately \$3.6 million will have been expended on the building's renovation to date.

There was discussion about combining the remaining planned phases (inside space reprogramming) into a single phase to expedite the work and minimize inconvenience and impacts to building occupants. The idea would be to have a single bid with the physical work phased over time. Tony Lionetta questioned the actual execution of such an approach. Is there swing space to vacate the building and have the Contractor execute all the work as one phase. The Subcommittee will review this matter with the Chief.

MinuteMan HS: Tony Lionetta noted the Building Committee's next meeting is September 16. Charlie Foskett reported on the ongoing activities of the Regional Agreement Committee, which has been meeting since this spring. The District retained an organization called MARS (comprised of former superintendents) to assist the District ways to reorganize and restructure the agreement. The Regional Agreement Committee has representation by many, but not all, of the 16 member communities. Key points of proposed modifications to the agreement are as follows:

Exit Path would be provided. Towns will have the option to leave the district subject to a five year notice and payment of whatever its capital debt obligation is.

Reconciliation of OPED costs (at the same rate as the other members)

Votes on the budget will be by a 2/3 vote of the members, plus a 2/3 weighted vote. This would provide leverage for the more invested communities.

Member voting will be decided by a supermajority and will not be unanimous decision, as is now the case.

New Capital Apportionment will be set at a minimum of 1% per member community and a minimum of 5 students. (Also, the idea of % has recently been raised). The above would mean a reduction to Arlington's annual cost in the range of \$150 to \$200k.

Facility Fees for non-member community students.

The proposed revised agreement will have to make it out of Regional Agreement Committee process and then be approved by all the 16 member communities. It can then be used to present to non-member communities to interest them in joining the district.

Anticipated Key issues for this year: As a primer, Andrew Flanagan gave an overview of key requests by departments. These include:

Next phase of Central Fire Station

Completion of Community Safety Building

\$500k in FY 15 for a new Town phone system

\$150k for Food Pantry Renovations

School PC's >> \$1,200,000. >> Teacher Upgrades highlighted due to State requirements

\$500k for Pierce Field Turf Replacement.

Hardy School window replacements (place holder \$400k)

DPW is seeking Building renovations (\$750 for A/E and \$8 million for construction) at the DPW yard

Next phases of Rink Renovations.

Water and Sewer Rate increases.

Road and Sidewalk improvements.

The CPC is interested in presentations by the DPW Director on the Enterprise fund financials and by Jon Cole on the next phase of the Community Safety Building.

School Projects: The School Department is looking into what is needed to bring parity to the Stratton. This will be facilities wise, as well as technology wise. Studies will be done and a School building committee formed to define what should be done. Relative to the High School, in December of this year a SOI will be going to the MSBA for the upgrading of the school. Also, Diane Johnson noted that enrollment this year has gone up by a 150 elementary students.

Fire Chief's Request: A memo from the Fire Chief requesting reallocation of CP funds will be reviewed by the subcommittee. A vote was taken to conditionally approve the request subject to the Subcommittee's report.

Five Year Capital Plan: Andrew Flanagan reviewed the 5 year Capital Plan. (spreadsheet provided). The influences of various items were discussed, such as the impacts of retired debt and reimbursements of the various school projects.

Next meeting: September 26, 2013

Adjournment

